



Division of Administration
OFFICE OF TECHNOLOGY SERVICES
By Forecasting & Demand Management

SCOPE OF SERVICES

TRANSACTIONAL PRINTING
& MAILING SERVICES
For OTS/Production Support Services

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I. Background & Purpose

A. Introduction

The Office of Technology Services (OTS) has identified the need for a qualified Contractor to furnish printed materials and related services in support of OTS and other internal state printing resources. These materials and services are variously classified by the Division of Administration as “statement printing” or “variable data imaging,” and in general include the associated mailing services. The purpose of this Invitation to Bid (ITB) is to establish a Contract with a qualified, responsible, responsive vendor to furnish printed materials and associated mailing services to the State of Louisiana. By way of a Contract resulting from this ITB, OTS will require particular specifications in respect to material construction, printed image quality, and delivery and turnaround requirements.

Depending on business need, Contractor services may be required on a routine (daily, weekly, monthly, bimonthly, etc.) basis, or may occur at random times. No commitment of any kind is made concerning the frequency of orders, the total purchase quantities, or the total estimated value of the Contract.

Bidders will provide a staff Primary Contact person to oversee and assure successful operation of the Contract; the name of the Primary Contact should be included with the bidder’s response to this ITB, on the form provided in Appendix B.

B. Quality of Workmanship & Stock

All articles furnished and work done must be of a first class quality. Poor presswork, the use of poor type, or the use of a different color or ink from that requested, inferior binding, inferior quality or paper stock, a lesser grade of paper than that requested, or any other discrepancies may be cause for rejection of work and for refusal of payment.

C. Quantity Bracket Pricing

Where prices are solicited on a from/to quantity basis, the State expects and will only accept progressively lower prices from each increasing quantity or quantity range specified. If quoted otherwise, the State reserves the right to reject any non-descending price and to award the bidder’s best bracket price for all remaining quantities. For example, if a bidder quotes \$10 for 1TH – 50TH, quotes \$9.50 for 51TH – 100TH, and quotes \$9.95 for 101TH and over, the State may reject the \$9.95 for 101TH and over and award \$9.50 for all order quantities of 51TH and over.

D. Late Delivery Penalty; Liquidated Damages

Timely, accurate, and complete delivery is critical to the successful performance of the Contractor under the Contract. The state reserves the right to assess a penalty equal to the lesser of \$500.00 (five hundred US Dollars) per day or 5% of the task order amount, for each day past the specified delivery date, until shipment is complete. The Contractor is required to immediately communicate any potential delay to the Project Liaison. Reasonable consideration may be given to unusual circumstances beyond the vendor’s control. Assessed penalties will be deducted first from the State’s liability to the Contractor for the affected task order, until the task order total is met, and any excess late penalties shall become payable to the State immediately thereafter.

Depending on the requirements of a given task order, the vendor may be required to produce and deliver printed materials in as few as three (3) business days from task order initiation. The State, through one or more task orders and with acceptance by the Contractor, may arrange for recurring orders of the same type and may develop and implement automated or semi-automated processes to facilitate the processing of such requests. In such cases, the State may specify a turnaround time of delivery to USPS, or to the location designated by the Project Liaison (see Section IV-A “Project Liaisons & Task Orders”), within one (1) business day.

E. Samples

Bidders may be required to submit samples of work similar to the materials described in this Invitation to Bid, to demonstrate their firm’s ability to perform at the required quality standard. If requested, samples must be furnished

within three (3) business days of written request by the State. Failure to submit the required samples in the required timeframe may be cause to disqualify a bidder from award.

F. Plant Description & Financial Disclosure; Ongoing Requirement(s)

The State may by written request require a bidder to submit a comprehensive list of equipment and software programs, including machine make and model for equipment and version information for software, of any plant resources, such as printers or presses, binding or finishing equipment, mailing machines, postage meters, computer hardware, network switches and routing devices, or graphic design and communication management software, that the bidder anticipates may be utilized in executing the Contract requirements. Additionally, the State may require a bidder to submit certain financial reports, such as a Statement of Operations, Working Capital Format, or Income Statement, for the bidder's firm's most recent fiscal year. Such information may be utilized by the State to determine a bidder's suitability to successfully perform Contract requirements in both the short and long terms, and, with the bidder's written request, all such information will be held by the State and its officers and agents in the strictest confidentiality. In such cases where a bidder requests confidentiality of the foregoing documentation, the bidder should provide two copies of the documentation: one copy inclusive of all requirements enumerated above, and one copy redacted to obscure all confidential information. Failure by a bidder to submit any of this required information within seven (7) calendar days of written request by the State may be grounds for rejection of a bidder's response to this ITB and removal of the bidder from consideration of award.

The foregoing disclosures shall also constitute an ongoing requirement throughout the duration of the Contract performance period. Within seven (7) calendar days of reasonable written request by the State, the Contractor shall furnish documentation of the foregoing disclosures; failure by the Contractor to furnish this information may constitute default of the Contractor under the terms of this agreement and may result in termination of award.

II. Calendar of Events

Release of ITB	October 10, 2016
Deadline to Receive Inquiries	October 20, 2016 by 8:00AM CT
Answer Written Inquiries	October 31, 2016
Bid Opening Date & Time	November 10, 2016

The state reserves the right to change the Calendar of Events as necessary. Revisions will be formalized by the issuance of an addendum to this Invitation to Bid.

A. Bidder Inquiry Period & Solicitation Addenda

The state shall not and cannot permit an open-ended inquiry period, which would create unwarranted delays in the procurement cycle and the operations of our agency customers. The state reasonably expects and requires responsible and interested bidders to conduct their in-depth proposal review and submit inquiries in a timely fashion.

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written inquiries relative thereto. Without exception, all inquiries **must** be submitted in writing by an authorized representative of the bidder, clearly cross-referenced to the relevant section of the ITB. All inquiries must be received by the close of business on the Inquiry Deadline Date set forth in the Calendar of Events of this bid. Only those inquiries received by the established deadline shall be considered by the State. Inquiries received after the established deadline shall not be entertained.

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, by hand, or by fax to:

Office of State Procurement	
ATTN: Jeannie Prejean	1201 North Third Street
Post Office Box 94095	Claiborne Building, Suite 2-160
Baton Rouge, LA 70804-9095	Baton Rouge, LA 70802

Email: JEANNIE.PREJEAN@LA.GOV
Phone: 225-342-8045
Fax: 225-342-8688

An addendum will be issued and posted at the Office of State Procurement LaPAC website, to address all inquiries received and other changes or clarifications to the solicitation. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written or amended by any addendum. No negotiations, decisions, or actions shall be executed by any bidder as a result of any oral discussions with any state employee or state consultant. It is the bidder's responsibility to check the LaPAC website frequently for any possible addenda that may be issued. The Office of State Procurement is not responsible for a bidder's failure to download any addenda documents required to complete this Invitation to Bid.

III. Definitions

The following definitions are provided as a courtesy to potential bidders and shall not be considered to limit or otherwise prescribe language or features, for the purposes of this ITB, except as may be noted.

Business hours (State), for the purposes of this Invitation to Bid (ITB), commence at 7:00 am Central Time and conclude at 5:00 pm Central Time on Monday, Tuesday, Wednesday, Thursday, and Friday, except for state and United States Postal Service holidays

Contractor means a successful, responsible, responsive bidder awarded a Contract for the commodities described in this Invitation to Bid (ITB)

Page means one side of a flat sheet, measuring either eight and one half inches (8.5") by eleven inches (11"), or eight and one half inches (8.5") by fourteen inches (14")

Proof (electronic) means a representation of the final printed material(s), in electronic (Portable Document Format / PDF) format, suitable for ensuring compliance with task order specifications and for assessing the accuracy and completeness of layout and design

Proof (physical) means a representation of the final printed material(s), in physical format, with stock type(s) and weight(s) and ink color(s) representative of those that will be utilized in or on the final printed material(s), suitable for ensuring compliance with task order specifications and for assessing the accuracy and completeness of layout and design and of actual physical media and ink color(s)

Sheet means one whole, flat piece of paper of a finished size, measuring either eight and one half inches (8.5") by eleven inches (11"), or eight and one half inches (8.5") by fourteen inches (14"); and consisting, if flat, of two "pages" (see "Page")

State means, generally, the State of Louisiana, the Division of Administration (DOA), the Office of Technology Services (OTS), the Production Support Services (PSS) section of the OTS, or any of its duly authorized employees, agents, or officials

Statement means a discrete record or set of records, printed either by offset or digital printing machinery, onto a sheet or multiple sheets of paper, and inserted into an envelope; which envelope includes all relevant markings and indicia necessary for that record to reach via courier service a particular recipient, whose individual and personally-identifiable information might be included on that record; the term "statement" may be used interchangeably with the comparable terms "letter" and "notice"

Variable Data Printing means a type of digital printing wherein certain elements of each printed piece, such as text or graphics, might vary from one printed piece to another printed piece; and this term [variable data printing] is herein used interchangeably with the related term "Transactional Printing"

Please note that the abbreviations "M" and "TH" may be used interchangeably to refer to "thousands" throughout this document.

IV. Scope of Work

The Contract resulting from this ITB shall be for the printing, inserting, sorting, and mailing of various items, termed “statements,” which work may include all programming, data merging, form design, labor, materials (including envelopes), and transportation associated with this service. **The Contractor shall pre-pay postage and shall invoice the State in arrears ONLY FOR THE EXACT COST TO THE CONTRACTOR OF POSTAGE CONSUMED IN SATISFYING TASK ORDER REQUIREMENTS.** Postage charges shall constitute a separate line-item on each invoice to the State, or shall be invoiced separately from charges for printing and related services, as the State may require. **No surcharge, upcharge, or processing fee for postage, or a pro-rata share thereof, will be allowed.**

The Contractor shall attach as backup a copy of any mailing documentation and postage statements provided by the United States Postal Service respective to the cost of postage on the Contractor’s invoice. The State recognizes that some bidders may utilize third party barcode and presort vendors to qualify bulk mail for USPS presort discount; however, prior to release by the Contractor of task order materials to such a third party presort subcontractor, the Contractor shall secure written approval by the Project Liaison. **NO THIRD PARTY CONTRACTING OF ANY SORT IS ALLOWED FOR SERVICES RENDERED UNDER THE CONTRACT, UNLESS SPECIFICALLY NOTED IN THIS INVITATION TO BID OR IN AN ADDENDUM THERETO, OR BY SPECIFIC WRITTEN APPROVAL BY THE PROJECT LIAISON, ON A TASK ORDER.**

A. Project Liaisons & Task Orders

The Office of Technology Services shall designate one (1) or more State staff to serve as Project Liaison(s), and the Project Liaison(s) shall be the primary and central point of contact for all questions, concerns, proofs, and correspondence related to a particular print request. The Project Liaison(s) shall furnish to the Contractor, on an *ad hoc* or as-needed basis, a **task order**, which shall contain specific information relevant to a particular printing request. An example of a Task Order is provided in Appendix C to this Invitation to Bid.

Each task order shall at a minimum describe both the physical characteristics of the requested materials, such as number of sheets of a given size per set, number of ink colors per record, number of fields per record of variable data, total number of printed records (finished mail pieces); and the date by which all records included on the task order shall be printed, addressed, and delivered to and mailed by the United States Postal Service. The task order may also describe the format whereby data necessary for the completion of the print job are transmitted by the State to the Contractor.

B. Response by Contractor to Task Order

Upon receipt of a task order, the Contractor shall within four (4) business hours notify the Project Liaison(s) either of acceptance or rejection of the Task Order. Acceptance or rejection of a task order shall be delivered to the Project Liaison in writing. The State may assume that the Contractor’s failure to respond in the required timeframe constitutes a rejection of the task order. Once accepted, the task order shall become binding on the Contractor. At all times and in all cases, regardless of the progress or status of work performed by a Contractor pursuant to a task order, OTS reserves the rights at its own discretion to cancel, to amend, to rescind in part, or to modify in any manner permissible under the material specifications of the Contract, a given task order, and, in accordance with state law, OTS shall be liable only for work already performed.

C. Processing of Task Orders

Upon acceptance of the task order, the Contractor will be furnished data to be printed on each statement, either variably, or as a static image; or as one-up, camera-ready PDF documents. Acceptable file formats include, but are not limited to, mainframe or line data, AFP, PDF, CSV, XLS/XLSX, XML, TXT, and DOC/DOCX. Depending on the requirements incumbent upon a particular task order, OTS may furnish a template file, containing information static from record to record; and the Contractor shall, using the data furnished by the State, merge fields of variable data into the template. OTS may from time to time require the Contractor to furnish original or additional

programming support, graphic design, and form layout to render data in a format acceptable to the State. As is reasonable, such additional services shall be provided at no additional cost to the State.

The Contractor shall furnish to OTS within one (1) business day of receipt of the file or files an electronic proof in Portable Document Format (PDF) for review and approval by the Project Liaison(s). The proof shall be a representative sample of one or more finished statements, with all fields of variable data successfully merged, as the task order may require. The Contractor shall obtain the written approval of the Project Liaison, or his or her designee, prior to commencing further work on the task order. In the event that the proof is not approved by the Project Liaison, or his or her designee, due to errors in layout, type, data, et cetera, the Contractor shall within one (1) business day correct the error(s) and furnish a revised proof to the Project Liaison. This process shall continue as required until the Contractor has secured written approval to proceed from the Project Liaison.

OTS may from time to time require that a physical proof be delivered to the Project Liaison. In such cases, the same proofing process described above shall apply, except those provisions concerning delivery timeframes. If the State requires a physical proof prior to the issuance of written approval to proceed, the State shall not require delivery to the Project Liaison of physical proofs in a time shorter than two (2) business days. Courier, postage, or other delivery costs associated with the transmittal to the Project Liaison of a physical proof shall be the sole responsibility of the Contractor.

D. Transactional Printing & Mailing Services

Upon receipt from the Project Liaison of an approved proof, the Contractor shall commence work to complete the task order within the agreed-upon timeframe. Except as provided for in this Invitation to Bid, the Contractor may not contract or subcontract any part of the printing or mailing services provided for on the task order to a third party; all work shall be performed by employees of the Contractor. The purchase of blank stock, or raw materials required for the completion of a task order, is not considered a subcontract. Questions regarding the permissibility of subcontracting may be directed to the Office of State Procurement.

1. Paper Stock

The paper stock to be used for all statements shall be white in color and of one of the following basis weights, as the task order may from time to time require:

1. 20-pound (20#) bond (50-pound/50# offset); 75.2 g/m²; caliper 0.0038 inches
2. 24-pound (24#) bond (60-pound/60# offset); 90.3 g/m²; caliper 0.0048 inches
3. 32-pound (32#) bond (80-pound/80# offset); 116.63 g/m²; caliper 0.0060 inches

2. Envelopes

Mailing envelopes shall be 24# white wove, of side- or cross-seam construction, and shall be suitable for mailing by the United States Postal Service. Mailing window envelopes may include a clear poly covering ("E-Z Scan" or equivalent). Envelopes may be one or more of the following types and constructions:

Envelope Size & Type	Envelope Size (W x H)	Window Size	Window Position
#10 Regular	9.500" x 4.125"	N/A	N/A
#10 Window	9.500" x 4.125"	4.500" x 1.125"	0.875" from left; 0.250" from bottom
#10 Double Window	9.500" x 4.125"	4.500" x 1.125"	Varies
			Varies
#9 Regular	8.875" x 3.875"	N/A	N/A
#9 Window	8.875" x 3.875"	4.500" x 1.125"	0.875" from left; 0.250" from bottom
#9 Pistol Window	8.250" x 3.750"	Varies	Varies

Note: Vendors may consult the current statewide White Wove Envelope Contract for details on the types, sizes, and constructions of envelopes the State may from time to time require. Vendors may contact the Office of State Procurement, Printing Desk, for more information.

If a task order requires an envelope of a different size, different position, or different size and position, or more than one window, the Contractor may charge a flat rate per thousand envelopes for this alteration. All envelopes will be printed in one (1) or two (2) ink colors, either front-only or front-and-back, or may not be printed (blank); and all envelopes may require, or may not require, industry-acceptable inside security tinting.

3. Printing & Production Process Integrity

The Contractor shall print statements in a manner consistent with the specifications of the task order. All statements shall be of either 8.5-inches by 11-inches ("letter"), or 8.5-inches by 14-inches (legal) page size, and the images printed to the statements may be either portrait or landscape in orientation. Notices may include variable data in the form of text or graphics. Notices shall be printed such that, once folded to fit a #10 business envelope, either regular or window, and depending on the layout of the printed statement, *the information and address of a particular recipient may be required to show clearly through the window(s) of a window envelope.*

The State may from time to time specify print quality requirements in terms of a minimum resolution, expressed as *dots per inch* (dpi), ranging from a minimum of 300 dpi to a maximum of 1200 dpi. Printing shall be either one-color (black only), two-color (black plus one), or full-color (4-color process) and may include bleeds on up to four (4) page edges ("full bleed"). Additionally, the printing requirements for a given task order may specify front-only (simplex) printing, front-and-back (duplex) printing, or a mixture of the two (e.g., two duplex, one simplex, within the same mailing envelope). Certain notices may be of a dynamic length, with the total number of pages per record or set of records determined by the data required per record or set of records.

A task order may require the addition to a printed document of one or more mail integrity markings, such as a 2D Data Matrix containing a record sequence number or tracking information. In all cases, a manifest of printed records must be reconciled by the Contractor against the list of data records provided by the State, to ensure that all mail pieces were successfully mailed. If one or more destination addresses are determined by the State or by the Contractor as invalid or incorrect, the Contractor shall not mail documents for those records without approval from the State.

4. Inserting

After printing, the Contractor shall fold the document or documents and insert them into an envelope. The resulting Contract does not provide for the procurement or mailing by the State of blank paper or envelopes: at least one printed document must be inserted into each envelope. A task order may require the Contractor to insert an additional document, or additional documents, into the mailing envelope. These documents will be supplied by the State in a format acceptable to commercial inserting equipment. A maximum of (7) total documents may be inserted into any given envelope. **The total weight of each mail piece should not exceed 13 ounces.** In the event of a finished mail piece weighing in excess of 13 ounces, the Contractor must notify the Project Liaison as quickly as possible, and the article in question shall not be mailed, except with prior written approval by the State.

Documents may include pages of printed records, return envelopes, and additional inserts. For example, a printed notice consisting of five (5) sheets of paper may also include two (2) return envelopes, or one (1) return envelope and one (1) provided insert, for a total of seven (7) documents.

As required, the Contractor shall apply to the envelope, such as by inkjet printing, the address of the recipient whose personalized or designated document(s) is/are contained within that envelope. The envelope shall be sealed.

5. Pre-Sorting & Mailing

Mailing services provided by the United States Postal Service shall be First Class, Presort Standard, or comparable, as the task order may require. Ancillary services endorsements, such as Address Service Requested, or additional envelope endorsements or messages, will be specified in the task order.

The Contractor shall pre-sort the printed records by destination ZIP Code, in a manner that maximizes, to the greatest possible extent, all potential 5-Digit postage pre-sort discounts to the State of Louisiana. Sorting may occur prior to printing records or after inserting printed notices, as the Contractor may prefer. The sorted materials shall

be bundled in United States Postal Service letter trays, with sleeves, and delivered to an appropriate USPS facility, such as a Business Mail Entry Unit (BMEU); or to a location specified on the task order by the Project Liaison.

A task order shall be eligible for close-out only after all printed notices are successfully delivered to the USPS, or to the location designated by the Project Liaison, and only if the date on which that delivery occurs is on or prior to the date postmarked on the records. Additionally, the State may from time to time specify a particular mailing date. The State may authorize the Contractor in writing to hold (not to deliver) materials until a specified date.

V. Confidentiality & Information Security

The intent of this section is to ensure the controls and mechanisms required for data protection are implemented, managed, and monitored in order to prevent the loss or exposure of the State's Confidential or Restricted Data. Due to the sensitive and legally protected nature of certain data OTS anticipates exchanging with the Contractor, specific information security requirements and procedures will at all times and in all cases be strictly enforced. **Responsive bidders must possess, or be in active pursuit of, an SSAE 16 SOC-2 Type II (Type 2) Annual Audit Attestation** and should furnish evidence of such attestation, or application for such attestation (such as a Certificate of Readiness), at the time of bid submission. Additionally, such documentation must be made available by the Contractor for review by the State, within three (3) business days of written request by the State, at any time throughout the Contract performance period. Failure by a bidder to provide this documentation within three (3) business days of written request by the State may constitute grounds for rejection of a bidder's submission(s). Failure by the Contractor to maintain the validity of this documentation throughout the duration of the Contract performance period shall constitute a failure of the Contractor to perform under the terms and conditions of the Contract and may constitute grounds for termination of the Contract by the State.

All data received, transmitted, or produced in connection with, as a result of, or pursuant to the Contract shall be the exclusive property of the Office of Technology Services and shall be returned to OTS, or securely destroyed by the Contractor, at the satisfactory conclusion of the task order. All such data shall be maintained in strict confidentiality and shall not be disclosed, shared, or used except to satisfy one or more of the terms of the Contract. As described in the State of Louisiana Information Security Policy, in IRS Publication 1075, and in other applicable legal instruments, parties releasing any protected data may be subject to severe state and federal civil and criminal penalties.

The Contractor shall agree to protect and maintain the security of State-provided data using commercially-reasonable measures and protection methods, to protect from unauthorized access or disclosure of all such data. The Contractor shall agree that all electronic data provided by the State or resulting from the Contract, or from a task order issued under the Contract, shall be stored, transmitted, and processed in such a way that prevents their material reconstruction by any party. The Contractor shall perform all data sanitization in compliance with the most recently approved NIST Special Publication 88. Additionally, the Contractor shall provide the state upon request and in a reasonable timeframe with detailed sanitization logs, which shall include HDD serial numbers, the sanitization method utilized, and an indication of the success or failure of the sanitization process. The Contractor shall log and notify the Office of Technology Services of any data sanitization resulting from print errors or process function.

The State, through its duly authorized agent(s), shall have the right, with proper written notice, to enter the Contractor's facilities at any time during which work is performed under the Contract, for the purposes of inspecting and assessing work in progress respective to information security, conducting a comprehensive information security audit, and/or for making recommendations and issuing directives to the Contractor to assess, address, limit, or eliminate potential information security risks. If at any time during the Contract performance period the State, or its duly authorized agent(s), determines that work performed or in progress, or the manner or process whereby work is performed, does not satisfy the Contract requirements regarding information security, the State, through its Chief Information Security Officer, shall have authority to suspend all or part of the Contract until such time as the Contractor, through good faith effort, has mitigated or eliminated the identified information security risk.

DATA BREACH NOTIFICATION: The Contractor shall agree to comply with the Louisiana Database Breach Notification Law (Act 499), (<http://www.legis.state.la.us/billdata/streamdocument.asp?did=317617>), and with all other applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information, or other event requiring notification. In the event of an actual or suspected breach of any of the Contractor's security obligations, or other event requiring notification under applicable law ("Notification Event"), the Contractor shall agree to notify the State immediately, or within a period of time not exceeding forty-eight continuous hours, and shall assume responsibility for informing all affected individuals in accordance with applicable law; and shall indemnify, hold harmless, and defend the State and its trustees, officers, and employees from and against any claims, damages, or other harm related to such Notification Event, unless released in writing by a State officer with designated data, security, or signature authority.

Due to the complex nature of the Contract and potential repercussions to the Office of Technology Services, its stakeholder agencies, and to the people of the State of Louisiana, in the event of misprint, sorting errors, assignment of variables, errors or complications in data merging, inaccuracy of indicia assignment, mailing errors, or other complications; or of the Contractor's failure to perform within the turnaround times specified by the Contract or by a task order, or of Contractor's failure to dispatch mail to the USPS in a format suitable for mailing, or within the turnaround times specified by the Contract or by a task order; the Contractor shall have three (3) business days from the date the error(s) is (are) reported in writing by the Project Liaison to the Contractor to correct such deficiencies; and the failure by the Contractor to correct reported deficiencies in good faith, with incumbent due diligence, shall constitute grounds for placing the Contractor in default of the Contract provisions.

All financial, statistical, personal, technical and other data, know-how, methodology, code, templates, reports and documentation and other information relating to either party's operations that are designated confidential by the party that owns such information (the disclosing party) and made available to the receiving party in order to carry out this Contract, or which becomes available to the receiving party in carrying out this Contract, shall be protected from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to each party.

The Contractor shall not use or disclose any proprietary or confidential State data derived from the Services hereunder; provided, however, that the Contractor may use general or aggregate statistics relating to a task order or task orders, so long as doing so does not disclose the identity of State or make any reference to any information from which the identity of State may be reasonably ascertained.

VI. Term of Contract

The Contract shall begin on the date awarded and shall end on June 30, 2018. At the option of the State of Louisiana and with acceptance of the Contractor, the Contract may be renewed with the same terms, conditions, and prices for up to three (3) additional twelve (12) month periods. The total term of the Contract shall not exceed five (5) years, or sixty (60) months.

VII. Method of Award

Evaluation of bidder responses shall be by a sealed evaluation model. The price model shall remain unpublished and sealed until the bid opening date and time. It will be distributed to all bidders at the bid opening. Bidders shall submit their prices and associated information on Appendix A ("Pricing Matrix").

In the event that one (1) Contract cannot be awarded for all services required by this ITB, or for any other reason, the State reserves the right to cancel the ITB in its entirety, or to cancel and reissue this ITB in part or in whole. The State reserves the right to reject any bid for failure to comply with the specifications and requirements of this ITB if the prices are deemed exorbitant or non-competitive.

Office of Technology Services
INVITATION TO BID
APPENDIX A
PRICING MATRIX

I. PRINTED NOTICES - BLACK & WHITE ONLY (NO BLEEDS)

20# WHITE BOND (50# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

24# WHITE BOND (60# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

32# WHITE BOND (80# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

APPENDIX A: BID PRICE MATRIX

Section: Paper

Bid prices are to be **PER THOUSAND PRINTED IMAGES** of the size/type indicated

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Office of Technology Services
INVITATION TO BID
APPENDIX A
PRICING MATRIX

II. PRINTED NOTICES - BLACK & WHITE ONLY (BLEED UP TO FOUR-SIDES)

20# WHITE BOND (50# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

24# WHITE BOND (60# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

32# WHITE BOND (80# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

Office of Technology Services
INVITATION TO BID
APPENDIX A
PRICING MATRIX

III. PRINTED NOTICES - BLACK & WHITE - PLUS ONE (1) COLOR (NO BLEEDS)

20# WHITE BOND (50# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

24# WHITE BOND (60# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

32# WHITE BOND (80# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

Office of Technology Services
INVITATION TO BID
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PRICING MATRIX

IV. PRINTED NOTICES - BLACK & WHITE - PLUS ONE (1) COLOR (BLEED UP TO FOUR SIDES)

20# WHITE BOND (50# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

24# WHITE BOND (60# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

32# WHITE BOND (80# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

APPENDIX A: BID PRICE MATRIX

Section: Paper

Bid prices are to be **PER THOUSAND PRINTED IMAGES** of the size/type indicated

Office of Technology Services
INVITATION TO BID
APPENDIX A
PRICING MATRIX

V. PRINTED NOTICES - FULL-COLOR (4-COLOR; NO BLEEDS)

20# WHITE BOND (50# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

24# WHITE BOND (60# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

32# WHITE BOND (80# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

Office of Technology Services
INVITATION TO BID
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PRICING MATRIX

VI. PRINTED NOTICES - FULL-COLOR (4-COLOR; BLEED UP TO FOUR SIDES)

20# WHITE BOND (50# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

24# WHITE BOND (60# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

32# WHITE BOND (80# WHITE OFFSET EQUIVALENT)							
	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
8.5 x 11							
8.5 x 14							

Office of Technology Services
INVITATION TO BID
APPENDIX A
PRICING MATRIX

APPENDIX A: BID PRICE MATRIX
Section: Envelopes

I. BLANK ENVELOPES (NO PRINTING)

	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
#10 R							
#10 W							
#9 R							
#9 W							
#10 DW							
<i>Non-Std Envelope</i>							

Office of Technology Services
INVITATION TO BID
APPENDIX A
PRICING MATRIX

APPENDIX A: BID PRICE MATRIX
Section: Envelopes

II. ONE-COLOR ENVELOPES

	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
#10 R							
#10 W							
#9 R							
#9 W							
#10 DW							
Non-Std Envelope							

III. TWO-COLOR ENVELOPES

	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
#10 R							
#10 W							
#9 R							
#9 W							
#10 DW							
Non-Std Envelope							

Bid prices are to be **PER THOUSAND PRINTED IMAGES** of the size/type indicated

PRICING MATRIX

IV. BLANK ENVELOPES (NO PRINTING) + INSIDE SECURITY TINT

	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
#10 R							
#10 W							
#9 R							
#9 W							
#10 DW							
Non-Std Envelope							

Office of Technology Services
INVITATION TO BID
APPENDIX A
PRICING MATRIX

APPENDIX A: BID PRICE MATRIX
Section: Envelopes

V. ONE-COLOR ENVELOPES + INSIDE SECURITY TINT

	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
#10 R							
#10 W							
#9 R							
#9 W							
#10 DW							
<i>Non-Std Envelope</i>							

VI. TWO-COLOR ENVELOPES + INSIDE SECURITY TINT

	1,000 - 5,000	5,001 - 25,000	25,001 - 100,000	100,001 - 250,000	250,001 - 500,000	500,001 - 1,000,000	1,000,001+
#10 R							
#10 W							
#9 R							
#9 W							
#10 DW							
<i>Non-Std Envelope</i>							

Office of Technology Services
INVITATION TO BID
APPENDIX A
PRICING MATRIX

I. FINISHING & MAILING SERVICES

		1,000 - 4,999	5,000 - 24,999	25,000 - 99,999	100,000 - 249,999	250,000 - 499,999	500,000 - 999,999	1,000,000+
	UOM							
Apply Postage (Metered)	Per TH envelopes							
Machine Sorting	Per TH envelopes							
Micro-Perf (One Position)	Per TH sheets							
Micro-Perf (Two Positions)	Per TH sheets							
Inserting (First 2 Sheets)	Per TH sets							
Inserting (3 - 7 Sheets)	Per TH sets							
Inserting (One Item Provided)	Per TH items							
Inserting (Two Items Provided)	Per TH items							
Inserting (One Envelope)	Per TH envelopes							
Inserting (Two Envelopes)	Per TH envelopes							
Inserting (Three Envelopes)	Per TH envelopes							

APPENDIX A: BID PRICE MATRIX

Section: Services

Bid prices are to be **PER THOUSAND PRINTED IMAGES** of the size/type indicated

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APPENDIX B.

State of Louisiana,
Division of Administration
Office of Technology Services

DESIGNATION OF PRIMARY CONTACT

Contractor Name & Address:

Name of Firm	Street Address	City, State	ZIP Code

Contract Primary Contact Information:

Prefix	Full Name	Phone Number (incl. Area Code)	Email Address

Contract Backup Contact(s) (Optional):

Prefix	Full Name	Phone Number (incl. Area Code)	Email Address

Prefix	Full Name	Phone Number (incl. Area Code)	Email Address

I certify that the information contained on this document is complete and correct and that the individual or individuals named above are authorized to serve as Contract Primary Contact, per the terms and conditions of the Contract.

Full Name (Print)

Title

Signature

Date

TASK ORDER



State of Louisiana, Office of Technology Services
 PRODUCTION SUPPORT SERVICES
 VARIABLE DATA PRINTING SERVICES

I. PROJECT INFORMATION

Project Name: _____ Project ID Number: _____
 Project Contact: _____ Contact Email: _____
 Contact Number: () _____ ☐ AM Only ☐ PM Only ☐ AM & PM

II. PROJECT PROFILE

Turnaround (ARO) Requirements:

☐ _____ Business Days ☐ Next Business Day, by _____ ☐ AM ☐ PM ☐ Same Business Day
☐ Other: _____

Data File Transmission:

☐ Mainframe ☐ Email
☐ SFTP/FTPS ☐ Other: _____
☐ SPECIAL HANDLING (See Attachment if Checked)

Template File Transmission:

☐ Mainframe ☐ Email
☐ SFTP/FTPS ☐ Other: _____
☐ SPECIAL HANDLING (See Attachment if Checked)

Notice Paper Selection:

☐ 50# White Offset
☐ 60# White Offset
☐ 80# White Offset

Envelope Size & Type Selection:

☐ #10 Regular
☐ #10 Window
☐ #10 Sp. Window

☐ #9 Regular
☐ #9 Window
☐ #9 Sp. Window

☐ #9 Pistol Window
☐ Special Envelope (Diagram Attached)
☐ ADD SECURITY TINTING

Notice Printing Selection:

☐ 1/0 (Black; Simplex)
☐ 1/1 (Black; Duplex)
☐ 4/0 (Process; Simplex)
☐ 4/4 (Process; Duplex)

Envelope Printing Selection:

☐ 1/0 (Black; Simplex)
☐ 2/0 (2-Color; Duplex)
☐ NONE

Proofing Selection:

☐ Mapped Template ☐ PDF (Full-Resolution)
☐ Masked Data ☐ Laser Proof (Full-Resolution)
☐ Live Data ☐ Color-Matched Proof
☐ NO PROOF

III. ADDITIONAL INFORMATION

Notes: _____